

Spec. Code: 0923
Occ. Area: 03
Work Area: 172
Prom. Line: none
Prob. Period: 6 mo.
Effective Date: 04/29/88

CAMPUS PLANNING COORDINATOR

Function of Job

Under administrative supervision from a designated administrator, to be responsible for the analysis, design, and engineering of campus site improvement and master planning problems.

Characteristic Duties and Responsibilities

1. analyzes alternate campus sites for proposed plant expansion
2. prepares studies and presentation drawings relating to site selection
3. prepares preliminary drawings covering location of buildings, services, drainage, grading, yard lighting, underground utilities, and paving improvements
4. collaborates with project architects, engineers, and related planning staff to determine criteria and limitations and coordinates the development of optimum site designs and improvements
5. prepares reports and budgets as required
6. supervises departmental draftsmen, designers, engineers, and/or other subordinates as assigned
7. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Bachelor's degree in landscape architecture, city planning, or engineering
2. three years of professional experience in site planning, including responsible participation in design, drafting, and field analysis of site problems

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of site planning analysis and design, including related knowledge of engineering and landscape design

2. ability to perform design studies and to prepare presentation and working drawings
3. ability to work with others